



CITY AND COUNTY OF DENVER
Career Service Authority
201 W Colfax Ave, Dept 412, Wellington E.
Webb Municipal Office Building
Denver, CO 80202

<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Emergency Management Community Relations Specialist (Emerg Mgmt Coordinator)**

An Equal Opportunity Employer

SALARY

\$46,440.00 - \$74,088.00 Annually

OPENING DATE: 07/27/06

CLOSING DATE: 08/18/06

THE POSITION

The Denver Office of Emergency Management is seeking a Community Relations Specialist to perform full performance professional level emergency management work developing educational and community outreach strategies, analyzing and distributing information concerning natural and man-made emergencies and/or disasters.

JOB RESPONSIBILITIES

This position is responsible for developing educational and community outreach programs to inform citizens on overall emergency preparedness, working closely with volunteer, community, and business groups to coordinate educational programs and planning efforts, establishing a voluntary agency group upon the opening of the Emergency Operations Center (EOC) and assisting in the preparation of emergency press releases.

MINIMUM QUALIFICATIONS

Requires a Baccalaureate degree in Emergency Management, Journalism, Public Administration, Political Science or related field plus three years of professional experience in Emergency Management which included public speaking, developing educational community outreach programs, assisting in the preparation of emergency press releases, and working closely with volunteer, citizen, and business groups to coordinate educational programs and planning efforts. A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

The ideal candidate will also possess experience as a Public Information Officer (PIO) or work experience in a Joint Information Center (JIC) and working knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS).

ADDITIONAL INFORMATION To be considered for this position qualified candidates must apply on-line at www.denvergov.org/jobs . 100% Supplemental Exam

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #00234 EMERGENCY MANAGEMENT COMMUNITY
RELATIONS SPECIALIST (EMERG MGMT COORDINATOR)